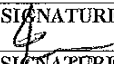
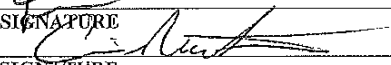


# **EXHIBIT "A"**

<b>JOB INVOLVEMENT</b>		<b>X</b>	<b>AMOUNT OF SUPERVISION REQUIRED</b>		<b>X</b>
Consistently Does More Than Required; Frequently Offers Suggestions for Improvement; Seeks to Expand Capabilities and Acquire New Responsibilities.			Starts and Completes Tasks Independently; Needs Minimal Supervision.		
Does What is Required and Sometimes More; Occasionally Contributes Ideas; Shows Interest In self-improvement.			Starts and Completes Tasks with Normal Supervision.		<b>X</b>
Does Assigned Work Only; Shows Little Interest in Acquiring New Responsibilities.			Needs Some Extra Supervision to Complete Assigned Tasks.		
Does as Little as Possible; Shows No Concern For Performance or Desire to Improve Skills.			Needs Frequent Supervision to Complete Assigned Tasks; Does Very Little Without Being Told.		
Cannot Rate		<b>X</b>	Cannot Rate		
COMMENTS/EXAMPLES:			COMMENTS/EXAMPLES: Ciara stays busy whether or not the instructor is in the room.		
<b>JOB KNOWLEDGE AND SKILLS</b>		<b>X</b>	COMMENTS/EXAMPLES: Ciara is new to refining and is progressing well through the curriculum in the orientation class. Her average score on the written exams is 92.5%.		
Making Excellent Progress in Acquiring Knowledge and Skills; Proficiency is Well Above Expectations.					
Making Good Progress in Acquiring Knowledge and Skills; Level of Proficiency Meets Expectations.		<b>X</b>			
Making Satisfactory/Adequate Progress in Acquiring Knowledge and Skills; Proficiency Generally Meets Expectations.					
Progress in Acquiring Knowledge and Skills is Unsatisfactory; Proficiency is Well Below Expectations.					
Cannot Rate					
ATTENDANCE THIS REVIEW PERIOD >	NUMBER OF TIMES LATE > 0		NUMBER OF TIMES SICK > 0		NUMBER OF TIMES AWOL > 0
SUMMARIZE EMPLOYEES DEMONSTRATED STRENGTHS: Ciara is new to refining, and is very attentive and eager to learn.. She seems to pick up new information fairly quickly. She gets along well with others in the class and helps others when needed.					
SUMMARIZE EMPLOYEES JOB IMPROVEMENT NEEDS: Ciara is just getting started in her career at Shell. She needs to continue to seek any answers she needs for clarification, and keep asking until things are clear.					
DATE THIS PERFORMANCE ASSESMENT WAS DISCUSSED WITH EMPLOYEE > 2/03/16					
SUMMARIZE DISCUSSION (What Employee was Told, Employees Reaction, Goals, Etc...) CIARA AGREES WITH REVIEW, NO ISSUES.					
BASED ON YOUR KNOWLEDGE OF THE EMPLOYEES PERFORMANCE TO DATE SHOULD THE INDIVIDUAL CONTINUE AS AN EQUILON EMPLOYEE?			---X--- YES		----- NO
EXPLAIN: <i>progressing as expected, no issues</i>					
REVIEWERS COMMENTS					
PREPARED BY SUPERVISOR (Jeff Andre – Class Facilitator)		SIGNATURE <i>[Signature]</i>		DATE PREPARED <i>2-3-16</i>	
REVIEWED BY EMPLOYEE (Print Name and Title) <i>Clara Newton</i>		SIGNATURE <i>[Signature]</i>		DATE PREPARED <i>2-3-16</i>	
REVIEWED BY/MANAGER (Print Name and Title)		SIGNATURE		DATE PREPARED	

**DAY PROGRESS REPORT**

30 Day	60 Day	90 Day	120 Day	150 Day	180 Day	210 Day	240 Day	270 Day	
Employee Name: Ciara Newton			EE# 251159		Equated Date: 1/04/16		Probationary Period Ends: 9/30/16		
Department/Unit: L&D			Job Classification: OPERATOR START		Time in This Job: Training		Time Under your Supervision: > 60 days		
PERFORMANCE FACTORS									
SAFETY AND HOUSEKEEPING				X	WORK SPEED, ACCURACY, AND THOROUGHNESS				X
Leader in Safety; Demonstrates Deep Involvement and Accomplishments in Working Safely, Maintaining clean, Safe Work Area, and participating in Safety Meetings.					Works Rapidly and Extremely Accurately and Thoroughly; Pays Close Attention to Detail; Errors Rarely Found in Work.				
Follows Prescribes Safety Standards; Conscientiously Maintains Clean Work Environment, Performs Job Safely, and Participates in Safety Meetings.				X	Consistently Works Accurately and Thoroughly at a Normal Rate; Errors Seldom Found in Work.				
Sometimes Must be Reminded of Safety; Shows Secondary Interest in Performing Safety and/or Maintaining Safe Environment; May not Participate in Meetings Regularly.					Works at an Acceptable Rate; Accuracy of Work Generally Good; Errors Sometimes Found in Work; Usually Thorough.				
Has to be Constantly Reminded of Safety Standards; Shows no Interest in Improving in This Area or in Participating in Safety Meetings.					Work Pace and/or Error Rate are Unacceptable.				
Cannot Rate					Cannot Rate				X
COMMENTS/EXAMPLES: Ciara is beginning to understand the various safety rules and regulations we have at the refinery. She has shown good safety habits when doing the required field work.					COMMENTS/EXAMPLES: Not enough data...				
EXERCISING JUDGEMENT-SOLVING PROBLEMS				X	TEAMWORK, COOPERATION, AND GETTING ALONG				X
Judgement is Excellent; Almost Any Work Problem.					Very Effective Team Worker; Gets Along Well with Almost Everyone; Goes Out of the Way to Help Others.				
Shows Good Judgement; Solves Many Work Problems By Self.					Good Team Worker; Gets Along Well With Others; Cooperative.				X
Judgement and Problem-Solving Ability are Adequate.					Generally Performs Satisfactorily at a Team Member; Gets Along Satisfactorily with Others; Usually Cooperative.				
Exercises Little Judgement; Shows Little Problem Solving Ability.					Makes Little or No Effort to Work as a Team Member of Get Along with Others; Generally Uncooperative.				
Cannot Rate				X	Cannot Rate				
COMMENTS/EXAMPLES: Not enough data...					COMMENTS/EXAMPLES: Ciara seems to be fine working with a team, and is very attentive and eager to learn. She works well with others, and gets along well with her class mates.				
FOLLOWING ORAL/WRITTEN INSTRUCTIONS				X	ORGANIZING WORK				X
Follows Instructions Exactly; Seeks Assistance or Clarification When Needed.					Planning, Organizing, and Work Habits are Outstanding.				
Follows Instructions Closely; Asks Questions or Seeks Information When Needed.				X	Plans and Organizes Work Well; Good Work Habits; Set Priorities.				
Generally Follows Instructions; Usually Asks Questions or Seeks Information When Needed.					Generally Organizes and Plans Work Well; Works Fairly Systematically; Usually Recognizes Priorities.				
Does Not Follow Instructions; Fails to Ask Questions or Seek Information When Needed.					Does Not Set Priorities; Haphazard Planning and Organizing; Poor Work Habits.				
Cannot Rate					Cannot Rate				X
COMMENTS/EXAMPLES: Follows directions well, does ask questions when needed, but can be tentative at times. I expect this to change as she gains process knowledge.					COMMENTS/EXAMPLES:				

<b>JOB INVOLVEMENT</b>		<b>X</b>	<b>AMOUNT OF SUPERVISION REQUIRED</b>		<b>X</b>
Consistently Does More Than Required; Frequently Offers Suggestions for Improvement; Seeks to Expand Capabilities and Acquire New Responsibilities.			Starts and Completes Tasks Independently; Needs Minimal Supervision.		
Does What is Required and Sometimes More; Occasionally Contributes Ideas; Shows Interest In self-improvement.			Starts and Completes Tasks with Normal Supervision.		<b>X</b>
Does Assigned Work Only; Shows Little Interest in Acquiring New Responsibilities.			Needs Some Extra Supervision to Complete Assigned Tasks.		
Does as Little as Possible; Shows No Concern For Performance or Desire to Improve Skills.			Needs Frequent Supervision to Complete Assigned Tasks; Does Very Little Without Being Told.		
Cannot Rate		<b>X</b>	Cannot Rate		
COMMENTS/EXAMPLES: Not enough data...			COMMENTS/EXAMPLES: Ciara stays busy whether or not the instructor is in the room.		
<b>JOB KNOWLEDGE AND SKILLS</b>		<b>X</b>	COMMENTS/EXAMPLES: Ciara is new to refining and is progressing as expected through as we near completion of the orientation class. Her average score in the class is 89.6%.		
Making Excellent Progress in Acquiring Knowledge and Skills; Proficiency is Well Above Expectations.					
Making Good Progress in Acquiring Knowledge and Skills; Level of Proficiency Meets Expectations.		<b>X</b>			
Making Satisfactory/Adequate Progress in Acquiring Knowledge and Skills; Proficiency Generally Meets Expectations.					
Progress in Acquiring Knowledge and Skills is Unsatisfactory; Proficiency is Well Below Expectations.					
Cannot Rate					
ATTENDANCE THIS REVIEW PERIOD >	NUMBER OF TIMES LATE > 0		NUMBER OF TIMES SICK > 0		NUMBER OF TIMES AWOL > 0
SUMMARIZE EMPLOYEES DEMONSTRATED STRENGTHS: Ciara is new to refining, and is very attentive and eager to learn.. She seems to pick up new information fairly quickly. She gets along well with others in the class and helps others when needed.					
SUMMARIZE EMPLOYEES JOB IMPROVEMENT NEEDS: Ciara is just getting started in her career at Shell. She needs to continue to seek any answers she needs for clarification, and keep asking until things are clear.					
DATE THIS PERFORMANCE ASSESMENT WAS DISCUSSED WITH EMPLOYEE > 2/24/16					
SUMMARIZE DISCUSSION (What Employee was Told, Employees Reaction, Goals, Etc...) CIARA AGREES WITH REVIEW, NO ISSUES.					
BASED ON YOUR KNOWLEDGE OF THE EMPLOYEES PERFORMANCE TO DATE SHOULD THE INDIVIDUAL CONTINUE AS AN EQUILON EMPLOYEE?			---X--- YES		----- NO
EXPLAIN: Performing as expected, no issues.					
REVIEWERS COMMENTS					
PREPARED BY SUPERVISOR (Print Name and Title) Jeff Andre / Class Facilitator		SIGNATURE 		DATE PREPARED 2-24-16	
REVIEWED BY EMPLOYEE (Print Name and Title) Ciara Newton		SIGNATURE 		DATE PREPARED 2-24-16	
REVIEWED BY /MANAGER (Print Name and Title)		SIGNATURE		DATE PREPARED	

**DAY PROGRESS REPORT**

30 Day	60 Day	90 Day	120 Day	150 Day	180 Day	210 Day	240 Day	270 Day
Employee Name: Ciara Newton			EE# 251159		Equated Date: 1/04/16		Probationary Period Ends: 9/30/16	
Department/Unit: OPCEN			Job Classification: OPERATOR START		Time in This Job: Training		Time Under your Supervision: > 30 days	
<b>PERFORMANCE FACTORS</b>								
<b>SAFETY AND HOUSEKEEPING</b>				<b>X</b>		<b>WORK SPEED, ACCURACY, AND THOROUGHNESS</b>		
Leader in Safety; Demonstrates Deep Involvement and Accomplishments in Working Safely, Maintaining clean, Safe Work Area, and participating in Safety Meetings.						Works Rapidly and Extremely Accurately and Thoroughly; Pays Close Attention to Detail; Errors Rarely Found in Work.		
Follows Prescribes Safety Standards; Conscientiously Maintains Clean Work Environment, Performs Job Safely, and Participates in Safety Meetings.				<b>X</b>		Consistently Works Accurately and Thoroughly at a Normal Rate; Errors Seldom Found in Work.		
Sometimes Must be Reminded of Safety; Shows Secondary Interest in Performing Safety and/or Maintaining Safe Environment; May not Participate in Meetings Regularly.						Works at an Acceptable Rate; Accuracy of Work Generally Good; Errors Sometimes Found in Work; Usually Thorough.		
Has to be Constantly Reminded of Safety Standards; Shows no Interest in Improving in This Area or in Participating in Safety Meetings.						Work Pace and/or Error Rate are Unacceptable.		
Cannot Rate						Cannot Rate		
COMMENTS/EXAMPLES: Ciara is beginning to understand the various safety rules and regulations we have at the refinery. She has shown good safety habits when doing the required field work. Always the first one to put on goggles.						COMMENTS/EXAMPLES: Ciara has had some difficult situations to overcome and is catching back up with the group. Drawings are very neat and contain good information.		
<b>EXERCISING JUDGEMENT-SOLVING PROBLEMS</b>				<b>X</b>		<b>TEAMWORK, COOPERATION, AND GETTING ALONG</b>		
Judgement is Excellent; Almost Any Work Problem.						Very Effective Team Worker; Gets Along Well with Almost Everyone; Goes Out of the Way to Help Others.		
Shows Good Judgement; Solves Many Work Problems By Self.						Good Team Worker; Gets Along Well With Others; Cooperative.		
Judgement and Problem-Solving Ability are Adequate.						Generally Performs Satisfactorily at a Team Member; Gets Along Satisfactorily with Others; Usually Cooperative.		
Exercises Little Judgement; Shows Little Problem Solving Ability.						Makes Little or No Effort to Work as a Team Member of Get Along with Others; Generally Uncooperative.		
Cannot Rate				<b>X</b>		Cannot Rate		
COMMENTS/EXAMPLES: Not enough data...						COMMENTS/EXAMPLES: Ciara gets along with team members and does what is asked.		
<b>FOLLOWING ORAL/Written INSTRUCTIONS</b>				<b>X</b>		<b>ORGANIZING WORK</b>		
Follows Instructions Exactly; Seeks Assistance or Clarification When Needed.						Planning, Organizing, and Work Habits are Outstanding.		
Follows Instructions Closely; Asks Questions or Seeks Information When Needed.				<b>X</b>		Plans and Organizes Work Well; Good Work Habits; Set Priorities.		
Generally Follows Instructions; Usually Asks Questions or Seeks Information When Needed.						Generally Organizes and Plans Work Well; Works Fairly Systematically; Usually Recognizes Priorities.		
Does Not Follow Instructions; Fails to Ask Questions or Seek Information When Needed.						Does Not Set Priorities; Haphazard Planning and Organizing; Poor Work Habits.		
Cannot Rate						Cannot Rate		
COMMENTS/EXAMPLES: Follows directions well, does ask questions when needed, but can be hesitant at times. I expect this to change as she gains process knowledge.						COMMENTS/EXAMPLES: Ciara is quite but shows some good organization skills. Good detail on unit drawings.		

<b>JOB INVOLVEMENT</b>		<b>X</b>	<b>AMOUNT OF SUPERVISION REQUIRED</b>		<b>X</b>
Consistently Does More Than Required; Frequently Offers Suggestions for Improvement; Seeks to Expand Capabilities and Acquire New Responsibilities.			Starts and Completes Tasks Independently; Needs Minimal Supervision.		
Does What is Required and Sometimes More; Occasionally Contributes Ideas; Shows Interest In self-improvement.			Starts and Completes Tasks with Normal Supervision.		
Does Assigned Work Only; Shows Little Interest in Acquiring New Responsibilities.			Needs Some Extra Supervision to Complete Assigned Tasks.		<b>X</b>
Does as Little as Possible; Shows No Concern For Performance or Desire to Improve Skills.			Needs Frequent Supervision to Complete Assigned Tasks; Does Very Little Without Being Told.		
Cannot Rate		<b>X</b>	Cannot Rate		
COMMENTS/EXAMPLES: Not enough data...			COMMENTS/EXAMPLES: Ciara stays busy whether or not the instructor is in the room. Ciara has fallen behind but is starting to catch back up due to personal issues which are very understandable why she has fallen behind.		
<b>JOB KNOWLEDGE AND SKILLS</b>		<b>X</b>	COMMENTS/EXAMPLES: Ciara may not complete the class in time before the T/A's and may be put on shift to finish which will delay qualification of the first unit. Has problem with equipment usage and how equipment works.		
Making Excellent Progress in Acquiring Knowledge and Skills; Proficiency is Well Above Expectations.					
Making Good Progress in Acquiring Knowledge and Skills; Level of Proficiency Meets Expectations.					
Making Satisfactory/Adequate Progress in Acquiring Knowledge and Skills; Proficiency Generally Meets Expectations.		<b>X</b>			
Progress in Acquiring Knowledge and Skills is Unsatisfactory; Proficiency is Well Below Expectations.					
Cannot Rate					
ATTENDANCE THIS REVIEW PERIOD >	NUMBER OF TIMES LATE > 1		NUMBER OF TIMES SICK > 0		NUMBER OF TIMES AWOL > 0
SUMMARIZE EMPLOYEES DEMONSTRATED STRENGTHS: Ciara is new to refining, and is very attentive and eager to learn.. She gets along well with others in the class and helps others when needed.					
SUMMARIZE EMPLOYEES JOB IMPROVEMENT NEEDS: Ciara needs to continue to seek answers needs for clarification, and keep asking until things are clear. Has a little trouble with equipment utilization and remembering what things do.					
DATE THIS PERFORMANCE ASSESMENT WAS DISCUSSED WITH EMPLOYEE > 4/4/16					
SUMMARIZE DISCUSSION (What Employee was Told, Employees Reaction, Goals, Etc...)					
Reaction is fine. Goal is to catch up and qualify before deadline.					
BASED ON YOUR KNOWLEDGE OF THE EMPLOYEES PERFORMANCE TO DATE SHOULD THE INDIVIDUAL CONTINUE AS AN EQUILON EMPLOYEE?			---X--- YES		----- NO
EXPLAIN:					
REVIEWERS COMMENTS					
PREPARED BY SUPERVISOR (Print Name and Title) Jeff Fischer / Mentor Class Facilitator		SIGNATURE <i>Jeff Fischer</i>		DATE PREPARED 4-4-16	
REVIEWED BY EMPLOYEE (Print Name and Title) Ciara Newton		SIGNATURE <i>Ciara Newton</i>		DATE PREPARED	
REVIEWED BY /MANAGER (Print Name and Title) ERIC PEREZ		SIGNATURE <i>Eric Perez</i>		DATE PREPARED 4/4/16	



**DAY PROGRESS REPORT**

30 Day	60 Day	90 Day	120 Day	150 Day	180 Day	210 Day	240 Day	270 Day	
Employee Name: Ciara Newton			EE# 251159		Equated Date: 1/04/16		Probationary Period Ends: 9/30/16		
Department/Unit: OPCEN			Job Classification: OPERATOR START		Time in This Job: 150 Day		Time Under your Supervision: > 60 days		
14 Days									
<b>PERFORMANCE FACTORS</b>									
<b>SAFETY AND HOUSEKEEPING</b>				X	<b>WORK SPEED, ACCURACY, AND THOROUGHNESS</b>				X
Leader in Safety; Demonstrates Deep Involvement and Accomplishments in Working Safely, Maintaining clean, Safe Work Area, and participating in Safety Meetings.					Works Rapidly and Extremely Accurately and Thoroughly; Pays Close Attention to Detail; Errors Rarely Found in Work.				
Follows Prescribes Safety Standards; Conscientiously Maintains Clean Work Environment, Performs Job Safely, and Participates in Safety Meetings.					Consistently Works Accurately and Thoroughly at a Normal Rate; Errors Seldom Found in Work.				
Sometimes Must be Reminded of Safety; Shows Secondary Interest in Performing Safety and/or Maintaining Safe Environment; May not Participate in Meetings Regularly.				X	Works at an Acceptable Rate; Accuracy of Work Generally Good; Errors Sometimes Found in Work; Usually Thorough.				X
Has to be Constantly Reminded of Safety Standards; Shows no Interest in Improving in This Area or in Participating in Safety Meetings.					Work Pace and/or Error Rate are Unacceptable.				
Cannot Rate					Cannot Rate				
COMMENTS/EXAMPLES: Ciara is learning to be a safe operator. She has needed to be reminded to wear goggles a few times. She is good about using gloves to protect her hands. She is shy in the morning safety meeting and is not forthcoming with her unit info.					COMMENTS/EXAMPLES:				
<b>EXERCISING JUDGEMENT-SOLVING PROBLEMS</b>				X	<b>TEAMWORK, COOPERATION, AND GETTING ALONG</b>				X
Judgement is Excellent; Almost Any Work Problem.					Very Effective Team Worker; Gets Along Well with Almost Everyone; Goes Out of the Way to Help Others.				
Shows Good Judgement; Solves Many Work Problems By Self.					Good Team Worker; Gets Along Well With Others; Cooperative.				X
Judgement and Problem-Solving Ability are Adequate.					Generally Performs Satisfactorily at a Team Member; Gets Along Satisfactorily with Others; Usually Cooperative.				
Exercises Little Judgement; Shows Little Problem Solving Ability.					Makes Little or No Effort to Work as a Team Member of Get Along with Others; Generally Uncooperative.				
Cannot Rate				X	Cannot Rate				
COMMENTS/EXAMPLES: Process judgment and problem solving takes time to acquire. Her ability is where I would expect it to be and can improve in time.					COMMENTS/EXAMPLES: Ciara gets along with team members and does what is asked.				
<b>FOLLOWING ORAL/WRITTEN INSTRUCTIONS</b>				X	<b>ORGANIZING WORK</b>				X
Follows Instructions Exactly; Seeks Assistance or Clarification When Needed.					Planning, Organizing, and Work Habits are Outstanding.				
Follows Instructions Closely; Asks Questions or Seeks Information When Needed.					Plans and Organizes Work Well; Good Work Habits; Set Priorities.				
Generally Follows Instructions; Usually Asks Questions or Seeks Information When Needed.				X	Generally Organizes and Plans Work Well; Works Fairly Systematically; Usually Recognizes Priorities.				X
Does Not Follow Instructions; Fails to Ask Questions or Seek Information When Needed.					Does Not Set Priorities; Haphazard Planning and Organizing; Poor Work Habits.				
Cannot Rate					Cannot Rate				
COMMENTS/EXAMPLES: Follows directions, does ask questions when needed.					COMMENTS/EXAMPLES: Ciara starts her work promptly at the beginning of the shift. She does need some direction on priorities regarding permits versus unit moves.				

<b>JOB INVOLVEMENT</b>		<b>X</b>	<b>AMOUNT OF SUPERVISION REQUIRED</b>		<b>X</b>
Consistently Does More Than Required; Frequently Offers Suggestions for Improvement; Seeks to Expand Capabilities and Acquire New Responsibilities.			Starts and Completes Tasks Independently; Needs Minimal Supervision.		
Does What is Required and Sometimes More; Occasionally Contributes Ideas; Shows Interest In self-improvement.			Starts and Completes Tasks with Normal Supervision.		
Does Assigned Work Only; Shows Little Interest in Acquiring New Responsibilities.			Needs Some Extra Supervision to Complete Assigned Tasks.		<b>X</b>
Does as Little as Possible; Shows No Concern For Performance or Desire to Improve Skills.			Needs Frequent Supervision to Complete Assigned Tasks; Does Very Little Without Being Told.		
Cannot Rate		<b>X</b>	Cannot Rate		
COMMENTS/EXAMPLES: Day to day operations is enough of a task right now...			COMMENTS/EXAMPLES: Ciara stays busy. She needs assistance with most tasks the first time. Call cards, LOTO, C(F)5, all things she needs help with are things that get easier with time after being completed a few times.		
<b>JOB KNOWLEDGE AND SKILLS</b>		<b>X</b>	COMMENTS/EXAMPLES: Ciara is getting the hands on experience she needs to become proficient right now. Working the job and seeing the day to day things that come up is what is needed to learn the job.		
Making Excellent Progress in Acquiring Knowledge and Skills; Proficiency is Well Above Expectations.					
Making Good Progress in Acquiring Knowledge and Skills; Level of Proficiency Meets Expectations.					
Making Satisfactory/Adequate Progress in Acquiring Knowledge and Skills; Proficiency Generally Meets Expectations.		<b>X</b>			
Progress in Acquiring Knowledge and Skills is Unsatisfactory; Proficiency is Well Below Expectations.					
Cannot Rate					
ATTENDANCE THIS REVIEW PERIOD >	NUMBER OF TIMES LATE > 1		NUMBER OF TIMES SICK > 0		NUMBER OF TIMES AWOL > 0
SUMMARIZE EMPLOYEES DEMONSTRATED STRENGTHS: Ciara is willing to learn and seems to be determined. She is very safety minded not afraid to bring up safety concerns.					
SUMMARIZE EMPLOYEES JOB IMPROVEMENT NEEDS: Ciara needs to continue learning the units and gaining knowledge of her job. Becoming familiar with our day to day procedures (LOTO, C(F)3, C(F)5 will be valuable. Ciara has trouble with the radio. She needs practice operating the radio and making sure it's turned on and volume up loud enough to hear at all times so she can respond when called.					
DATE THIS PERFORMANCE ASSESSMENT WAS DISCUSSED WITH EMPLOYEE >					
SUMMARIZE DISCUSSION (What Employee was Told, Employees Reaction, Goals, Etc...)					
BASED ON YOUR KNOWLEDGE OF THE EMPLOYEES PERFORMANCE TO DATE SHOULD THE INDIVIDUAL CONTINUE AS AN EQUILON EMPLOYEE?		---X--- YES		----- NO	
EXPLAIN:					
REVIEWERS COMMENTS					
PREPARED BY SUPERVISOR (Print Name and Title) Cameron Curran- TSTL Team 4 OPCEN		SIGNATURE <i>C. Curran</i>		DATE PREPARED 6-9-16	
REVIEWED BY EMPLOYEE (Print Name and Title) Ciara Newton		SIGNATURE <i>Ciara Newton</i>		DATE PREPARED 6-9-16	
REVIEWED BY/MANAGER (Print Name and Title) ERIC PEECEZ		SIGNATURE <i>Eric Peceez</i>		DATE PREPARED 6/9/16	



**DAY PROGRESS REPORT**

30 Day	60 Day	90 Day	120 Day	150 Day	180 Day	210 Day	240 Day	270 Day
Employee Name: Ciara Newton		EE# 251159		Equated Date: 1/04/16		Probationary Period Ends: 9/30/16		Month-Date-Year: 7/29/16
Department/Unit: OPCEN		Job Classification: OPERATOR START		Time in This Job: Training		Time Under your Supervision: > 60 days		42 Days
<b>PERFORMANCE FACTORS</b>								
<b>SAFETY AND HOUSEKEEPING</b>				<b>X</b>		<b>WORK SPEED, ACCURACY, AND THOROUGHNESS</b>		
Leader in Safety; Demonstrates Deep Involvement and Accomplishments in Working Safely, Maintaining clean, Safe Work Area, and participating in Safety Meetings.						Works Rapidly and Extremely Accurately and Thoroughly; Pays Close Attention to Detail; Errors Rarely Found in Work.		
Follows Prescribes Safety Standards; Conscientiously Maintains Clean Work Environment, Performs Job Safely, and Participates in Safety Meetings.				<b>X</b>		Consistently Works Accurately and Thoroughly at a Normal Rate; Errors Seldom Found in Work.		
Sometimes Must be Reminded of Safety; Shows Secondary Interest in Performing Safety and/or Maintaining Safe Environment; May not Participate in Meetings Regularly.						Works at an Acceptable Rate; Accuracy of Work Generally Good; Errors Sometimes Found in Work; Usually Thorough.		
Has to be Constantly Reminded of Safety Standards; Shows no Interest in Improving in This Area or in Participating in Safety Meetings.						Work Pace and/or Error Rate are Unacceptable.		
Cannot Rate						Cannot Rate		
COMMENTS/EXAMPLES: Ciara is learning to be a safe operator. She is concerned about health and safety of herself, her coworkers and the environment. She is still shy in the morning safety meeting and is not forthcoming with her unit info.						COMMENTS/EXAMPLES: Ciara gets right out into the unit to start her readings and samples. Some errors found but she is accepting of feed back.		
<b>EXERCISING JUDGEMENT-SOLVING PROBLEMS</b>				<b>X</b>		<b>TEAMWORK, COOPERATION, AND GETTING ALONG</b>		
Judgement is Excellent; Almost Any Work Problem.						Very Effective Team Worker; Gets Along Well with Almost Everyone; Goes Out of the Way to Help Others.		
Shows Good Judgement; Solves Many Work Problems By Self.						Good Team Worker; Gets Along Well With Others; Cooperative.		
Judgement and Problem-Solving Ability are Adequate.						Generally Performs Satisfactorily at a Team Member; Gets Along Satisfactorily with Others; Usually Cooperative.		
Exercises Little Judgement; Shows Little Problem Solving Ability.				<b>X</b>		Makes Little or No Effort to Work as a Team Member of Get Along with Others; Generally Uncooperative.		
Cannot Rate						Cannot Rate		
COMMENTS/EXAMPLES: Process judgment and problem solving takes time to acquire. Ciara had an incident with opening a tank drain valve that was not connected to anything. She has committed to be more careful in the future.						COMMENTS/EXAMPLES: Ciara gets along with team members and does what is asked. She is quiet and keeps to herself. But when she does get involved she is friendly and helpful.		
<b>FOLLOWING ORAL/WRITTEN INSTRUCTIONS</b>				<b>X</b>		<b>ORGANIZING WORK</b>		
Follows Instructions Exactly; Seeks Assistance or Clarification When Needed.						Planning, Organizing, and Work Habits are Outstanding.		
Follows Instructions Closely; Asks Questions or Seeks Information When Needed.				<b>X</b>		Plans and Organizes Work Well; Good Work Habits; Set Priorities.		
Generally Follows Instructions; Usually Asks Questions or Seeks Information When Needed.						Generally Organizes and Plans Work Well; Works Fairly Systematically; Usually Recognizes Priorities.		
Does Not Follow Instructions; Fails to Ask Questions or Seek Information When Needed.						Does Not Set Priorities; Haphazard Planning and Organizing; Poor Work Habits.		
Cannot Rate						Cannot Rate		
COMMENTS/EXAMPLES: Follows directions, does ask questions when needed.						COMMENTS/EXAMPLES: Ciara starts her work promptly at the beginning of the shift and completes her work.		

<b>JOB INVOLVEMENT</b>		<b>X</b>	<b>AMOUNT OF SUPERVISION REQUIRED</b>		<b>X</b>
Consistently Does More Than Required; Frequently Offers Suggestions for Improvement; Seeks to Expand Capabilities and Acquire New Responsibilities.			Starts and Completes Tasks Independently; Needs Minimal Supervision.		
Does What is Required and Sometimes More; Occasionally Contributes Ideas; Shows Interest In self-improvement.			Starts and Completes Tasks with Normal Supervision.		
Does Assigned Work Only; Shows Little Interest in Acquiring New Responsibilities.		<b>X</b>	Needs Some Extra Supervision to Complete Assigned Tasks.		<b>X</b>
Does as Little as Possible; Shows No Concern For Performance or Desire to Improve Skills.			Needs Frequent Supervision to Complete Assigned Tasks; Does Very Little Without Being Told.		
Cannot Rate			Cannot Rate		
COMMENTS/EXAMPLES: Performing the readings, samples and call cards right now. Not making any special effort to trace pipe or review procedures in the field. Ciara proactively does SOU training's.			COMMENTS/EXAMPLES: She needs assistance with most tasks the first time. She is getting practice with Call cards, LOTO, C(F)5, and will get more experience every day.		
<b>JOB KNOWLEDGE AND SKILLS</b>		<b>X</b>	COMMENTS/EXAMPLES: Ciara is getting the hands on experience she needs to become proficient right now. Working the job and seeing the day to day things that come up is what is needed to learn the job. Some time outside tracing pipes in the unit and reviewing/ simulating procedures would be beneficial to learning the equipment and the unit.		
Making Excellent Progress in Acquiring Knowledge and Skills; Proficiency is Well Above Expectations.					
Making Good Progress in Acquiring Knowledge and Skills; Level of Proficiency Meets Expectations.					
Making Satisfactory/Adequate Progress in Acquiring Knowledge and Skills; Proficiency Generally Meets Expectations.		<b>X</b>			
Progress in Acquiring Knowledge and Skills is Unsatisfactory; Proficiency is Well Below Expectations.					
Cannot Rate					
ATTENDANCE THIS REVIEW PERIOD >	NUMBER OF TIMES LATE >		NUMBER OF TIMES SICK > 0		NUMBER OF TIMES AWOL > 0
SUMMARIZE EMPLOYEES DEMONSTRATED STRENGTHS: Ciara is willing to learn and is determined. She is very safety minded not afraid to bring up safety concerns. She is honest and has integrity					
SUMMARIZE EMPLOYEES JOB IMPROVEMENT NEEDS: Ciara needs to continue learning the units and gaining knowledge of her job. Taking the initiative to go outside and learn new things is a valuable tool to becoming an effective operator. Becoming familiar with our day to day procedures (LOTO, C(F)3, C(F)5 will be valuable. Spending time in the unit, looking things over, reviewing/ simulating procedures would help to strengthen her skills.					
DATE THIS PERFORMANCE ASSESSMENT WAS DISCUSSED WITH EMPLOYEE > 7/29/16					
SUMMARIZE DISCUSSION (What Employee was Told, Employees Reaction, Goals, Etc...)					
BASED ON YOUR KNOWLEDGE OF THE EMPLOYEES PERFORMANCE TO DATE SHOULD THE INDIVIDUAL CONTINUE AS AN EQUILON EMPLOYEE?			---X--- YES		----- NO
EXPLAIN:					
REVIEWERS COMMENTS					
PREPARED BY SUPERVISOR (Print Name and Title) Cameron Curran- TSTL Team 4 OPCEN		SIGNATURE		DATE PREPARED 7/29/16	
REVIEWED BY EMPLOYEE (Print Name and Title) Ciara Newton		SIGNATURE		DATE PREPARED	
REVIEWED BY /MANAGER (Print Name and Title)		SIGNATURE		DATE PREPARED	

**DAY PROGRESS REPORT**

30 Day	60 Day	90 Day	120 Day	150 Day	180 Day	210 Day	240 Day	270 Day
Employee Name: Ciara Newton			EE# 251159		Equated Date: 1/04/16		Probationary Period Ends: 9/30/16	
Department/Unit: OPCEN			Job Classification: OPERATOR START		Time in This Job: Training		Time Under your Supervision: > 60 days	
57 Days								
<b>PERFORMANCE FACTORS</b>								
<b>SAFETY AND HOUSEKEEPING</b>					<b>WORK SPEED, ACCURACY, AND THOROUGHNESS</b>			
Leader in Safety; Demonstrates Deep Involvement and Accomplishments in Working Safely, Maintaining clean, Safe Work Area, and participating in Safety Meetings.					Works Rapidly and Extremely Accurately and Thoroughly; Pays Close Attention to Detail; Errors Rarely Found in Work.			
Follows Prescribes Safety Standards; Conscientiously Maintains Clean Work Environment, Performs Job Safely, and Participates in Safety Meetings.					Consistently Works Accurately and Thoroughly at a Normal Rate; Errors Seldom Found in Work.			
Sometimes Must be Reminded of Safety; Shows Secondary Interest in Performing Safety and/or Maintaining Safe Environment; May not Participate in Meetings Regularly.					Works at an Acceptable Rate; Accuracy of Work Generally Good; Errors Sometimes Found in Work; Usually Thorough.			
Has to be Constantly Reminded of Safety Standards; Shows no Interest in Improving in This Area or in Participating in Safety Meetings.					Work Pace and/or Error Rate are Unacceptable.			
Cannot Rate					Cannot Rate			
COMMENTS/EXAMPLES: Ciara is learning to be a safe operator. She is concerned about health and safety of herself, her coworkers and the environment. She is Doing better at projecting and conveying unit info.					COMMENTS/EXAMPLES: Ciara gets right out into the unit to start her readings and samples.			
<b>EXERCISING JUDGEMENT-SOLVING PROBLEMS</b>					<b>TEAMWORK, COOPERATION, AND GETTING ALONG</b>			
Judgement is Excellent; Almost Any Work Problem.					Very Effective Team Worker; Gets Along Well with Almost Everyone; Goes Out of the Way to Help Others.			
Shows Good Judgement; Solves Many Work Problems By Self.					Good Team Worker; Gets Along Well With Others; Cooperative.			
Judgement and Problem-Solving Ability are Adequate.					Generally Performs Satisfactorily at a Team Member; Gets Along Satisfactorily with Others; Usually Cooperative.			
Exercises Little Judgement; Shows Little Problem Solving Ability.					Makes Little or No Effort to Work as a Team Member or Get Along with Others; Generally Uncooperative.			
Cannot Rate					Cannot Rate			
COMMENTS/EXAMPLES: Process judgment and problem solving takes time to acquire. Ciara Increasing her ability to problem solve as she gain confidence. When we had the leak on the E1207, she was timid in giving me a response on what was happening. With further discussion I determined that this was a confidence issue and not a process knowledge issue.					COMMENTS/EXAMPLES: Ciara gets along with team members and does what is asked. She is quiet and keeps to herself. But when she does get involved she is friendly and helpful.			
<b>FOLLOWING ORAL/WRITTEN INSTRUCTIONS</b>					<b>ORGANIZING WORK</b>			
Follows Instructions Exactly; Seeks Assistance or Clarification When Needed.					Planning, Organizing, and Work Habits are Outstanding.			
Follows Instructions Closely; Asks Questions or Seeks Information When Needed.					Plans and Organizes Work Well; Good Work Habits; Set Priorities.			
Generally Follows Instructions; Usually Asks Questions or Seeks Information When Needed.					Generally Organizes and Plans Work Well; Works Fairly Systematically; Usually Recognizes Priorities.			
Does Not Follow Instructions; Fails to Ask Questions or Seek Information When Needed.					Does Not Set Priorities; Haphazard Planning and Organizing; Poor Work Habits.			
Cannot Rate					Cannot Rate			
COMMENTS/EXAMPLES: Follows directions, does ask questions when needed.					COMMENTS/EXAMPLES: Ciara starts her work promptly at the beginning of the shift and completes her work. She is building a routine. She ask to remain in HP-2 instead of going in to the training slot as she wants to continue to work on this.			

<b>JOB INVOLVEMENT</b>		<b>X</b>	<b>AMOUNT OF SUPERVISION REQUIRED</b>		<b>X</b>
Consistently Does More Than Required; Frequently Offers Suggestions for Improvement; Seeks to Expand Capabilities and Acquire New Responsibilities.			Starts and Completes Tasks Independently; Needs Minimal Supervision.		
Does What is Required and Sometimes More; Occasionally Contributes Ideas; Shows Interest In self-improvement.		<b>X</b>	Starts and Completes Tasks with Normal Supervision.		
Does Assigned Work Only; Shows Little Interest in Acquiring New Responsibilities.			Needs Some Extra Supervision to Complete Assigned Tasks.		<b>X</b>
Does as Little as Possible; Shows No Concern For Performance or Desire to Improve Skills.			Needs Frequent Supervision to Complete Assigned Tasks; Does Very Little Without Being Told.		
Cannot Rate			Cannot Rate		
COMMENTS/EXAMPLES: Performing the readings, samples and call cards right now. Ciara proactively does SOU training's. She has started training on the fly when she has time on Dimer/SR3 RO job			COMMENTS/EXAMPLES: She needs assistance with most tasks the first time. She is getting practice with Call cards, LOTO, C(F)5, and will get more experience every day.		
<b>JOB KNOWLEDGE AND SKILLS</b>		<b>X</b>	COMMENTS/EXAMPLES: Ciara is getting the hands on experience she needs to become proficient right now. Working the job and seeing the day to day things that come up is what is needed to learn the job. Some time outside tracing pipes in the unit and reviewing/ simulating procedures would be beneficial to learning the equipment and the unit.		
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Making Good Progress in Acquiring Knowledge and Skills; Level of Proficiency Meets Expectations.					
Making Satisfactory/Adequate Progress in Acquiring Knowledge and Skills; Proficiency Generally Meets Expectations.		<b>X</b>			
Progress in Acquiring Knowledge and Skills is Unsatisfactory; Proficiency is Well Below Expectations.					
Cannot Rate					
ATTENDANCE THIS REVIEW PERIOD >	NUMBER OF TIMES LATE >		NUMBER OF TIMES SICK > 0		NUMBER OF TIMES AWOL > 0
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SUMMARIZE EMPLOYEES JOB IMPROVEMENT NEEDS: Ciara needs to continue learning the units and gaining knowledge of her job. Taking the initiative to go outside and learn new things is a valuable tool to becoming an effective operator. Becoming familiar with our day to day procedures (LOTO, C(F)3, C(F)5 will be valuable. Spending time in the unit, looking things over, reviewing/ simulating procedures would help to strengthen her skills.					
DATE THIS PERFORMANCE ASSESMENT WAS DISCUSSED WITH EMPLOYEE > 7/29/16					
SUMMARIZE DISCUSSION (What Employee was Told, Employees Reaction, Goals, Etc...)					
BASED ON YOUR KNOWLEDGE OF THE EMPLOYEES PERFORMANCE TO DATE SHOULD THE INDIVIDUAL CONTINUE AS AN EQUILON EMPLOYEE?			---X--- YES		----- NO
EXPLAIN:					
REVIEWERS COMMENTS					
PREPARED BY SUPERVISOR (Print Name and Title)		SIGNATURE		DATE PREPARED	
Richard L. Metcalf- TSTL Team 4 OPCEN				9/21/2016	
REVIEWED BY EMPLOYEE (Print Name and Title)		SIGNATURE		DATE PREPARED	
Ciara Newton					
REVIEWED BY /MANAGER (Print Name and Title)		SIGNATURE		DATE PREPARED	